

HAMPSTEAD PLANNING & ZONING COMMISSION
MINUTES
January 22, 2020

The Hampstead Planning & Zoning Commission met on Wednesday, January 22, 2020. Commission Chair Sharon Callahan called the meeting to order at 7:00 p.m. The following Commission Members were present: Kevin Malinowski, Deborah Painter and Jim Roark. Staff members present were: Tammi Ledley, Zoning Administrator. Price Wagoner, the Carroll County Department of Planning liaison to Hampstead was also present.

Guests present: Council Member Marlene Duff, Steve Rogers, Diane Barrett, David de Villiers, Jr., and Marc Mauck.

Minutes Approval

Commission Member Kevin Malinowski made **a motion to approve the December 18, 2019 meeting minutes as presented.** Commission Member Deborah Painter seconded the motion. The motion passed with four votes for, no votes against and no abstentions.

Business:

Zoning Administrator, Tammi Ledley gave a report to the Commission on the Main Street Revitalization project, stating that the project is on schedule to be completed by December 2020 pending any unforeseen conflicts or any additional work outside of the scope of the original contract. Mrs. Ledley further stated that depending on the weather, the remaining portion of the permanent road may not be complete until spring of 2021. C.J. Miller has removed the old sidewalks from Shiloh Avenue towards Gill Avenue on the southbound lane. The crews were able to pour new sidewalks up to approximately 1124 South Main Street before the weather became too cold. They expect to reprise this work in the spring. The traffic signals at North Woods Trail and Lower Beckleysville on Main Street have been converted. The new pedestrian crossing signs and sensor cameras at those intersections have also been activated. The old signals have been removed except for the foundations. They are now working on the new traffic signals at the intersections of Gill Avenue and 482 on Main Street. The new meter boxes for the lamp posts have been shipped. It has not been confirmed if they have been received. Once the boxes are received, they will be installed. An appointment will then be made with BGE to drop the power to those meter boxes. During the winter months, C.J. Miller will continue demolishing the old sidewalks on the north bound lanes up to Farmwoods Lane. Once that portion is complete, they will switch to the southbound lanes and work south. They do not expect to disturb the center of town from Gill Avenue to 482 until the spring.

Mrs. Callahan initiated the discussion of the 2020 Community Comprehension Plan update. Mrs. Ledley suggested that the Planning Commission look at the 2010 goals to determine what needs to be updated and what new goals need to be included before diving into the update preparation of the document. It was suggested that public work sessions be scheduled to accomplish this work. A copy of the 2010 mission statement and goals were provided to each member for their review. Mr. Roark advised that the goals are to be based on the states twelve visions. The first public work session meeting will be used to determine what questions should be asked and in what manner would this information be collected. The original discussions will include defining the plans goals and creating a sequence of work to move forward. Mrs. Ledley suggested waiting for the 2020 Census results for the most updated demographics information before the work is finalized. The demographic information we currently have is twenty years behind. Mr. Roark made the point that areas where the goals could be derived from are rezoning, the growth areas, water and sewage limitations, Main Street economic development and aesthetic value (fixing up Main Street properties). Mrs. Ledley brought up some of the limitations currently on Main Street properties where the zoning is "business" with a non-conforming use. There has been interest in several Main Street locations, however the current zoning on

some of those properties limit what the property may be used for. It was decided that the public 2-hour work session will be scheduled for a date prior to the next Planning and Zoning meeting on February 26th. Date is yet to be determined. The session date will be advertised.

Mrs. Callahan initiated the discussion on the **approval of Simplified Site Plan for 1300 North Main Street – Outlaw BBQ Smokehouse.**

Mrs. Ledley advised that Mr. Rogers previously came before the Board of Zoning Appeals to ask for variances. Mr. Rogers was approved for a variance in the front of the property and an additional variance for the left side of the property for a setback of up to 6 inches. A parking variance was also approved however the information provided in the decision letter was not conveyed properly. The variance approval was for 14 parking spots, instead of the 31 that is called for with a restaurant. The letter failed to specify that 7 were to be on property and 7 could be utilized from the municipal lot. Mr. Rogers proceeded to give a brief description of the current site plans and building updates of their project. Mr. Roark stated that Mr. Rogers will have to come back before the Planning and Zoning Commission if any additional changes are needed.

Mr. Roark made **a motion to approve the Simplified Site Plan for 1300 North Main Street – Outlaw BBQ Smokehouse.** Mrs. Painter seconded the motion. The motion passed with four votes for, no votes against and no abstentions.

Mr. Roark made **a motion to allow 1300 North Main Street – Outlaw BBQ Smokehouse to use 7 spaces in the municipal lot to fulfill their obligation of 14 parking spaces.** Mr. Malinowski seconded the motion. The motion passed with four votes for, no votes against and no abstentions.

Mr. Roark made **a motion to approve the new color scheme defined as a gray building and a blue roof for 1300 North Main Street – Outlaw BBQ Smokehouse.** Mrs. Painter seconded the motion. The motion passed with four votes for, no votes against and no abstentions.

Mr. Wagoner provided an update from the Carroll County Department of Planning. They are working on the residential part of the Comprehensive Rezoning. The concept team is leading a meeting every fourth Friday, starting Friday, January 24th from 1 to 3 in the Regan room. The meeting is open, and anyone can come and provide input. The concept team will go over residential zoning aspect and take questions at the end (issues, ideas, etc.).

Secondly, the Department of Planning is in the process of starting the transportation master plan for Carroll County. The first step is having a meeting with the individual towns in Carroll County to determine what their specific needs are when it comes to roads, bus routes and any other transportation needs. This master plan would be creating a transportation plan for the County. Carroll County does not currently have one.

Other Business:

No other business.

Public Comment:

None.

Mr. Roark made **a motion to adjourn.** Commission Member Kevin Malinowski seconded the motion. The motion passed with four votes for, no votes against and no abstentions.

ATTEST

CHAIR